

LEGAL

Statement of Purpose

To provide quality legal counseling and representation to the Board of Commissioners, managers and employees of Catawba County on all issues related to county government. Having an in-house legal team provides County departments quick access to legal services at a much lower cost for taxpayers. The legal team is committed to excellence, ethics, professionalism, and fairness in all matters.

Outcomes

1. Provide needed legal services to all county departments as issues arise in a timely, professional and ethical manner by:
 - a. Completing preparation or review of contracts within five (5) working days of receipt at least 95% of the time.
 - b. Achieving an approval rating of 95% on an annual client satisfaction survey.
2. Proactively improve county staff's ability to handle situations that could potentially have a legal impact on the county by:
 - a. Offering in-service training to any department but particularly Emergency Medical Service (EMS), Sheriff's Department, and Supervisors.
 - b. Providing all Public Safety employees with 24 hours per day, 7 days per week telephone access to an attorney.
3. Ensure that Board of Commissioners, Planning Board, Board of Adjustment, and Subdivision Review Board are able to address any legal issue whether arising during a meeting or anticipated in advance by assigning an attorney to both work with each respective board and be in attendance at each board meeting.
4. Maximize the collection of delinquent accounts, back taxes, and other monies owed to the County through active legal pursuit of collection. Success will be measured by an achievement of a 50% collection rate.

Legal Services

Reinventing Department

Organization: 120100

	2006/07 Actual	2007/08 Current	2008/09 Requested	2008/09 Approved	Percent Change
Revenue					
Federal & State	\$1,145	\$0	\$0	\$0	0%
Miscellaneous	344	0	0	0	0%
Indirect Cost	0	0	50,000	50,000	0%
General Fund	265,479	271,898	286,615	286,615	5%
Total	\$266,968	\$271,898	\$336,615	\$336,615	24%
Expenses					
Personal Services	\$244,945	\$248,798	\$312,345	\$312,345	26%
Supplies & Operations	22,023	23,100	24,270	24,270	5%
Capital	0	0	0	0	0%
Total	\$266,968	\$271,898	\$336,615	\$336,615	24%
Employees					
Permanent	3.00	3.00	3.50	3.50	17%
Hourly	0.00	0.00	0.00	0.00	0%
Total	3.00	3.00	3.50	3.50	17%

Fiscal Year 2006/07 Outcome Achievements

Total Outcomes	Achieved	Partially Achieved	Not Achieved	Success Rate
5	5	0	0	100%

Budget Highlights

The Legal Department budget includes a \$60,000 increase. Of this increase, \$10,000 is transferred from the Board of Commissioners budget to Legal so that legal expenses are in one cost center. These funds will be used to hire outside attorneys to assist with cases that require special expertise. The budget also includes the addition of a half-time attorney position primarily dedicated to public safety. This position is funded by indirect costs.

Performance Measurement

Fiscal Year 2008/09

Fiscal Year 2008/09 outcomes continue to measure the Legal staff's response to user departments.

Fiscal Year 2007/08

Legal Services is on track to achieve or exceed all of its outcomes for the current fiscal year. To date 221 contracts have been received and all were reviewed within 5 days, exceeding the outcome of doing so 95% of the time. In-service training has been provided to the Sheriff's

Office, EMS, and supervisors. Legal staff continue to be available 24/7 to provide public safety access to legal advice. Finally, Legal staff are maximizing the collection of delinquent money owed to the County by collecting 86.92% of the money owed in cases they assist with collecting resulting in collections of over \$200,000.

Fiscal Year 2006/07

Legal Services achieved all of its outcomes for Fiscal Year 2006/07 and exceeded three. The department earned a 100% client satisfaction rating which was well above its goal of 95% approval to determine the success of legal services offered. Legal exceeded its standard of completing preparation and review of requested contracts within five (5) days 95% of the time by reviewing all 551 contracts received during the year within five (5) days. Legal action to collect delinquent accounts and other moneys owed to the County resulted in a 69% collection rate in excess of the 50% rate anticipated. An attorney also attended all meetings of the Board of Commissioners, Planning Board, Board of Adjustment, and Subdivision Review Boards to provide immediate legal assistance.